

Workforce Risk Assessment Tool

for education, childcare, playwork, youth work and further education settings



COVID-19 Risk Assessment Tool for education, childcare, playwork, youth work and further education settings

This COVID-19 Workforce Risk Assessment tool was developed for use in health and social care and has been adapted for use in education, youth work, childcare and play settings. It is intended to be used to assess if you are at higher risk of developing more serious symptoms if you come into contact with the COVID-19 virus.

We want to help you understand whether you may be at greater risk of developing more serious symptoms and to help you and your line manager choose the right actions for you based on your level of risk.

Your employer has a duty of care to protect your health and safety at work and this includes understanding if you are in a higher risk category from COVID-19. This duty of care includes ensuring an equitable approach for all staff regardless of ethnicity or any other protected characteristics.

The next page sets out an overview of the risk assessment process. It contains links to the latest guidance and information on the basic things that everyone can do to reduce their risk of COVID-19 infection.

Please use the resources as well as the Risk Assessment Tool to get the best results.



What you need to do

Step 1 Check your risk
Complete the Risk Assessment

Step 2 – Understand your risk

Score of 0-3	Low Risk
Score of 4-6	High Risk
Score of 7 or more	Very High Risk

Observe Social distancing

Practice Good Hand Hygiene

Step 3 - Identify the right actions for you

Workplace adaption or mitigation

Step 4 – Act now take the right actions

Focus on your health and wellbeing

Take Vitamin D supplement

Manage your weight

Boost your wellbeing

Who needs to use this tool?

This tool is for everyone working in education, youth work, childcare and play settings.

If you were previously [shielding](#) you will automatically score 7 on this Risk Assessment Tool putting you at **Very High Risk**, indicating that you should continue to work from home or go to work only if you can work in a COVID secure workplace with stringent 2 meter social distancing.

If you are in the clinically vulnerable people at risk group, advice is the same as it is to the wider population. As restrictions are eased you should pay particular attention to the guidance on [social distancing and hand hygiene](#).

We recognise that the clinically vulnerable '[people at risk](#)' group includes a wide spectrum of disease severity. You may wish to discuss with your Line Manager, Occupational Health or GRP about your health conditions to discuss whether it is safe for you to return to work.

[Pregnant women](#) may be particularly vulnerable and have been included in the list of people at increased risk as a precaution. If you are in your third trimester (more than 28 weeks' pregnant) you should work at home in a non-public facing role in a COVID-secure workplace where 2 metre physical distancing can be stringently maintained at all times.

How to use this Tool

The tool asks a number of questions about you that are designed to identify whether you are at higher risk from COVID-19. It asks some questions about your health, weight and ethnicity which may increase your risk of serious illness following an infection with COVID-19.

You may know the answers to the questions yourself, but if not you can discuss this with your line manager, workforce team, union representative, Occupational Health or Stafflex.

You may also want to consult your GP about the health conditions listed.

Please complete the questions and add up your score.

Step 1 – Check your risk

Consider each risk factor that applies to you and total your score.

Risk Factor	Score
Age – COVID-19 seems to have a bigger impact on older people	
If you are aged 50-59	1
If you are aged 60-69	2
If you are aged 70-79	4
Sex at birth – COVID-19 seems to have a bigger impact on males than females	
Male	1
Ethnicity – COVID-19 seems to have a bigger impact on people from some ethnicities	
Do you identify as BAME or mixed race	1
Existing health conditions – COVID-19 seems to have a bigger impact if you already have other pre-existing health conditions. Please speak to your GP if you are not sure about these questions.	
Cardiovascular disease	1
Diabetes Mellitus Type 1 or 2	1
Chronic lung disease	1
Chronic kidney disease (any stage 1-5)	1
Obesity – COVID-19 seems to have a bigger impact if you are overweight	
BMI - more than 30 (click here to use the BMI calculator)	1
<u>OR</u>	
If your waste circumference is... (click here for further information)	
South Asian female more than 33 inches (84cm)	1
South Asian male more than 34.5 inches (89cm)	1
Other BAME or white female more than 34.5 inches (88cm)	1
Other BAME or white Male more than 40 inches (102cm)	1
Family history – COVID-19 seems to have a family susceptibility for some people	
Has a member of your immediate family died with COVID-19?	1
Total score	

Step 2 – Understand your risk

What your score means in your workplace setting

	Score		
Workplace setting	Low Risk 0-3	High Risk 4-6	Very High Risk 7 or more
Education	Continue to work following all recommended hygiene and social distancing measures	Use the hierarchy of control to mitigate risks: <ul style="list-style-type: none"> • Stay 2 metres away from others • Consider appropriate use of face coverings where social distancing is unreliable • Ensure frequent hand and surface hygiene • Stay at home and arrange testing If symptoms emerge 	You can go to work, as long as the workplace is COVID secure – but carry on working from home if possible. Ensure stringent 2 meter social distancing
Childcare			
Play work			
Youth work			
Further Education			

Now arrange a time to discuss with your line manager to agree a plan and ensure you are appropriately protected – this may include a discussion with Occupational Health or Stafflex.

Step 3 – Identify the right actions for you

Now you have completed your COVID-19 Risk Assessment score please discuss with your line manager, occupational health, workforce team or Stafflex to ensure you are appropriately protected.

Things I can do myself

Do the important things to maintain your safety in the workplace:

- Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel.
- Maintain a [distance of 2 metres](#) where appropriate to do so, to minimise the risk of spreading COVID-19 in both formal and informal workplace activity.
- Observe isolation requirements for known or suspected COVID-19 cases.
- Ensure frequent hand and surface hygiene

Things my employer can help with

- Your line manager will you use the tools and identify the right actions for you.
- Making adjustments:
 - Can some or all of your duties be undertaken or completed in a different way?
 - Can adjustments be made to enable you to work safely
 - Reducing group work to smaller cohorts
 - Undertaking outdoor work
 - Digital and outreach
- Can face-to-face contact be limited or avoided
- Ensure appropriate physical distancing within the workplace
- Will adjustments enable you to work from home

Step 4 – Act now and take the right actions

Following your discussions with your line manager or Stafflex, record the agreed plan and ensure you set a time for review.

What reasonable adjustments have been identified and taken to mitigate your identified risks?

.....

Date adjustments were introduced

.....

Date for review

.....

This may be time based or instigated by an event that impacts on your circumstances